

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

2-186

PAGE  
NO.

1

1. Requesting Agency

HOWARD COUNTY BOARD OF EDUCATION

2. Division or Bureau of Requesting Agency

SECONDARY SCHOOLS, CURRICULUM AND SCHOOL LUNCH

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. GENERAL FILE - SECONDARY SCHOOLS

Size: Letter size

Dates: 1948 - -

Quantity: 16 file drawers

File Arrangement: By subject and chronological

The General File-Secondary Schools contains printed and original material under the following subjects:

Administration

Algebra

Arithmetic

Art

A.S.C.D. Conventions

Audio-visual Aids

Biology

General Correspondence

Howard County

Maryland Educators

Other states - Educators

State Department of Education

County Superintendent of Schools

Inventory

Child Study

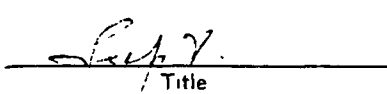
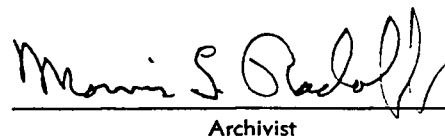
Care

Curriculum (by school)

Educational Psychology

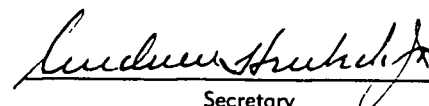
APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

  
Signature  
Title2/21/61  
DateSchedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.3/7/1961  
Date  
Archivist

MAR 14 1961

Date

  
Secretary

LIST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works
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Enrollment  
Evaluation by school (reports of visiting teachers and supervisors)  
Foreign Languages  
Guidance  
High Schools (by name of school)  
Libraries  
Mathematics  
Music  
National Defense Education Act of 1958  
P.T.A.  
Physics  
Principals (by name of Principal)  
Psychology  
Reading  
Report Cards  
Rural Education  
Scholarships  
School Lunch Program (copies of originals in the Superintendent's File)  
Administrative Review  
Cumulative Balance Reports  
Sanitation Reports  
School Lunch Participation Reports  
School Lunch Personnel  
Special School Lunch forms  
Science  
Special Studies  
State Department of Education  
Supervisors and Supervisor Reports  
Supervisors conferences  
Teachers (lists by year)  
Tests and Testing  
Vocational Rehabilitation  
Workshops

RECOMMENDATION: RETAIN FILE FOR THREE YEARS AND THEN DESTROY.

2. ORGANIZATION AND SUBJECT REPORTS

Size: Letter size  
Dates: 1950 - -  
Quantity: 2 file drawers  
File Arrangement: By school and chronological

APPROVED BY  
BOARD OF PUBLIC WORKS

MAR 14 1961

*Andrew H. Smith*

APPROVED  
HALL OF RECORDS COMMISSION

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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The Organization and Subject Reports are prepared annually in three sections and three copies are made of each section, one remains in the school, one is filed with the Board, and the third copy is forwarded to the State Department of Education.

Section I covers statistical information by school on enrollment as of October 31, giving the number of boys and girls enrolled by grade, the number of teachers, full or part time, the number on the school staff, the daily school hours, the number of periods per week and the length of the periods.

Section II is the Program of Studies for each school with a breakdown of the courses showing the number of pupils by grade and sex, the number of weeks for each course, and the periods per week, the number of sections and the average size per section.

Section III is the Weekly Assignment of the Professional principals, administrative assistants, librarians, counselors and Staff giving the names of the teachers, the courses taught, the grade, the section, and the number of periods and pupils by course, and totals.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

3. FOLLOW-UP OF HIGH SCHOOL GRADUATES

Form No.: A&P 1-58-2M

Size: 8½" x 11"

Dates: 1954 - -

Quantity: 1 file drawer

File Arrangement: Alphabetically by name of school

One year after graduation each high school graduate is sent a questionnaire by the school which is the basis for combined report on the activities of graduates. The report is prepared in triplicate by the school, one copy is retained and two copies are forwarded to the County Board which sends one copy to the State Department of Education. The report gives the total number of graduates attending colleges by type of college or school within the college, and the total number employed by type of employment. The form contains space for listing the names of graduates who are attending colleges with the names of the colleges attended. The recommendation below applies only to the copy filed by the County Board of Education.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

MAR 14 1961

*Andrew Heuback, Jr.*

SECRETARY

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
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**4. LIBRARIANS REPORT**

Size: Letter size  
Dates: 1954 - -  
Quantity: 1 file drawer  
File Arrangement: Chronological

The school librarians make an annual report giving the name of the school, the grades included in the report, the total enrollment and name of the librarian, the number of hours in service, book collections, and a summary of attendance in the library.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

MAR 14 1961

*Andrew Steubert, Jr.*  
SECRETARY